

Office Memorandum • ~~CONFIDENTIAL~~ GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 26 September 1958

FROM : Chief, Intelligence School

SUBJECT: Report to President's Board of Consultants on
Foreign Intelligence Activities (Killian Committee)

1. Four new courses are being offered for JOT's: Intelligence Techniques, a revised Intelligence Production, a new Intelligence Orientation, and a new American Outlook. The objectives of the new Intelligence Technique are to give the students a basic understanding of the nature and purpose of finished intelligence, of the problems inherent in the production of intelligence, and the techniques and skills required in solving those problems. The objective of the new Intelligence Production is to prepare the students for assignments as intelligence officers in the DDI area of the Agency by giving them a thorough understanding of the nature and purpose of the intelligence production effort in the DDI area, and by giving them specific training and practice in the application of the techniques and skills required in the production of intelligence. The new Intelligence Orientation course is designed to meet the specialized requirements of the new JOT Program. American Outlook is an expansion of the American Thesis, emphasizing the ideals of the American System, intelligence in the formulation of Foreign Policy, and the world-wide problems of the U. S.

2. Another new course, Intelligence Research Techniques, is being offered for ORR analysts. The objective of this course is to teach the analysts to make more effective use of the diverse registers and facilities of the Agency. A completely coordinated training manual of research facilities will be finished in time to be used as a basic text for this course.

3. A newly integrated series of writing courses will be offered for the first time, consisting of a Basic course, an Intermediate course, and an Advanced course. An experimental running of the Advanced course will be adapted to the requirements of Regulations Writing, and the enrollment will be limited to Agency personnel concerned with the writing of regulations.

4. Several new courses in Management are being planned. They are in the nature of workshops and seminars dealing in an advanced fashion with specific problems of management in a large organization.

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Three short films were produced for use in Basic Supervision. They are essentially filmed case histories calculated to generate discussion on the problems involved in the "situations", and on ways of solving the problems. A form of written exercise called the "In-Basket" technique is now a regular part of Basic Management. By coping individually with the contents of an "In-Basket", the students are led to recognize a multitude of management problems typical of a decentralized organization, and are placed in a position of taking the first step towards the solution of these problems.

5. Clerical training continued at an accelerated pace, and a series of new courses for professional personnel proved to be popular. Tutorial assistance in telephone usage was given to a number of people at the request of DDP. About one-third of newly recruited typists were found to be able to meet minimum Agency qualifications, and about ten percent of the stenographers were able to pass the tests in shorthand. Over one thousand people were in clerical training during this period.

6. The orientation courses were broadened during the period, and over two hundred people from other government agencies attended the Intelligence Exhibits. A series of twenty-five educational, noontime film presentations proved to be popular, and the Current Intelligence briefings were attended by over one thousand persons.

7. Various intelligence briefings were given to cleared personnel from friendly intelligence services, to intelligence personnel within the intelligence community, and to other persons designated by the Director. The State Department expressed continued appreciation, as did the Military Services, of the direct participation of OTR in their training programs.

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